

ATHLETIC RECREATION LEADER

GENERAL DEFINITION OF WORK:

Performs responsible work involving a variety of activities related to the recreation programs and maintenance of recreation center grounds; does related work as required. Work is performed under the general supervision of the Athletic Programmer.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Assists with youth and adult recreation programs; ensures safety of program participants.
- Oversees the activities in the exercise/meeting room and gymnasium; maintains center grounds.
- Opens and closes gymnasium facility.
- Organizes a variety of games and activities associated with programs and special events.
- Enforces rules and regulations.
- Assists with cleaning and maintenance of gymnasium.
- Ensures schedule set by supervisor is adhered to including working nights and weekends.
- Ensures safety and working order of equipment.
- Performs a variety of clerical duties including preparing and maintaining files and reports.
- Performs related tasks as required.

KNOWLEDGE, SKILLS AND ABILITIES:

Some general knowledge of one or more phases of community recreation activities; ability to provide leadership for group recreation participants; ability to prepare reports; ability to use instruments, tools or other equipment used in recreation programs; ability to operate a personal computer, including a knowledge of applicable software packages and ability to establish and maintain effective working relationships with associates, program participants and the general public.

EDUCATION AND EXPERIENCE:

Prefer any combination of education equivalent to some coursework from high school and some experience in recreational programming.

PHYSICAL REQUIREMENTS:

This is medium work requiring the exertion of 75 pounds of force occasionally, up to 50 pounds of force frequently, and up to 20 pounds of force constantly to move objects; work requires climbing, stooping, kneeling, crouching, standing, walking, pulling, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels, and to receive detailed information through oral communications and/or to make fine distinctions in sound; visual acuity is required for depth percept, color perception, peripheral vision, preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, operation of machines, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside environmental conditions; the worker may be exposed to bloodborne pathogens, cleaning products, chemicals and may be required to wear specialized personal protective equipment.

SPECIAL REQUIREMENTS:

First Aid/CPR Certification; possession of an appropriate driver's license valid in the State of North Carolina. Work flexible hours including required weekend work.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.